Agrium
Conda Phosphate Operations

Agrium's Response to
EPA's Letter Dated August 31, 2005

Agrium asserts a claim of confidentiality with respect to the information contained herein. The information to which this confidentiality claim applies constitutes trade secret, privileged or confidential commercial or financial information, and/or information specifically exempted from disclosure by statute. Such information has been maintained in confidence by Agrium and is not reasonably obtainable by use of legitimate means without Agrium's consent, and Agrium intends to continue its existing practice of protecting the confidentiality of all information subject to this claim of confidentiality.

Public disclosure of the information for which Agrium asserts this confidentiality claim would cause substantial harm to Agrium's competitive position. Furthermore, the information to which this claim applies does not constitute emission data, standards or limitations within the meaning of Clean Air Act §114(c), or other similar relevant federal and/or state provisions. This information includes commercial and/or financial-related information regarding confidential, commercially valuable plans, processes or devices. Because Agrium's business is highly competitive in nature, the disclosure of any such information would substantially harm Agrium's business position by depriving it of an advantage inherent in such information, and/or by providing Agrium's competitors with the ability to derive a benefit from such information to Agrium's detriment. For example, certain information to which this claim applies potentially could be used by Agrium's competitors to project Agrium's future production and/or pricing patterns, to gain insight into Agrium's proprietary process designs and/or production and marketing strategies, and/or to negatively influence public/consumer perceptions of Agrium and Agrium products.

In the event that EPA, or the Idaho Department of Environmental Quality ("IDEQ") receives a request for public disclosure of any information contained herein, Agrium requests that EPA and/or IDEQ notify Agrium immediately upon receiving any such request, notify Agrium of any determination by EPA and/or IDEQ with respect to the confidentiality of such information, and provide Agrium an opportunity to comment regarding any such EPA/IDEQ determination prior to the public disclosure of the requested information.

AGRIUM/CONDA
CBI Document Production Index
in Response to 8/31/05 EPA Info. Request

BATES PREFIX	BEG BATES	END BATES	DATE	DOC TYPE	AUTHOR	RECIPIENT	DESCRIPTION
AGR-CBI	002228	002228		File Cover			File cover sheet, "North End Roll Over" (documents located at AGR-CBI 002228-002611)
AGR-CBI	002229	002229		File Cover			Sub-File cover sheet, "Normal Operations" (documents located at AGR-CBI 002229-002353)
AGR-CBI	002230	002235	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Loads Off of #4, #5, and #6 Track Switching
AGR-CBI	002236	002242	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, #4 Track Pull Up Switching Procedures
AGR-CBI	002243	002248	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Spotting Rail Cars in the Rollover Head Switchman
AGR-CBI	002249	002253	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Setting Up a Scale Check Head Switchman Switching
AGR-CBI	002254	002258	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Spotting Rail Cars in the Rollover Pin Puller Switching
AGR-CBI	002259	002263	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Engines Up #4 Track Upper Yardman Switching
AGR-CBI	002264	002268	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Setting Up a Scale Check Lower Yardman Switching
AGR-CBI	002269	002273	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Loads Off the Holding Tracks Pin Puller
AGR-CBI	002274	002278	5/26/2004	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Scale Check on the #1 Belt
AGR-CBI	002279	002283	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Loads Off #4, #5, and #6 Track Head Switchman Switching Procedures
AGR-CBI	002284	002288	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Hooking Hoses on #1 and #2 Track Lower Yardman
AGR-CBI	002289	002293	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Empties Up Holding Track Head Switchman
AGR-CBI	002294	002299	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Holding Track Pull Up Switching Procedures
AGR-CBI	002300	002305	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Completing a Scale Check Head Switchman Switching
AGR-CBI	002306	002311	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Spotting Rail Cars in the Rollover Lower Yardman

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BATES PREFIX	BEG BATES	END BATES	DATE	DOC TYPE	AUTHOR	RECIPIENT	DESCRIPTION
AGR-CBI	002312	002317	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Loads Off the Holding Track Head Switchman Switching Procedures
AGR-CBI	002318	002323	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Empties Up #4 Track Head Switchman Switching
AGR-CBI	002324	002329	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Empires Up #4 Track Lower Yardman Switching
AGR-CBI	002330	002335	5/26/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Setting Up a Scale Check Switching Procedures
AGR-CBI	002336	002341	5/26/2004	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Loads Off #4, #5, and #6 Track Upper Yardman Switching Procedures
AGR-CBI	002342	002347	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Empties Up #4 Track Pin Puller Switching
AGR-CBI	002348	002353	2/27/2003	SOPs	Agrium Conda Phosphate Operations		Standard Operating Procedures: Rollover System, Pulling Loads Off the Holding Track Lower Yardman Switching Procedures

North End
Roll Over

Normal Operations

Agrium

Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Pulling Loads Off of #4, #5, and #6 Track Switching Procedures

Switch Engine-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to successfully operate the Switch Engine bringing cars down the #4, #5, and #6 Tracks.

Requirements: Proper PPE. An experienced operator must train all personnel. Understand Switching Procedures. Be familiar with Rollover Operation. Be familiar with Hand Signals. Be familiar with Union Pacific practices. Understand all Safety Procedures. The Switch Engine Operator will call the Rollover Operator and inform of the empty rail cars location on the tracks. The Rollover Operator will put the car numbers on the Switch List.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Slick & icy conditions • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Hand Signals.
2. Switching Procedures.
3. Safety Procedures.

NOTE

To move the engine, the transmission will need to be put into gear. Push the lever for "forward" and pull the lever for "reverse". Neutral is in between.

Before the engine will move, the brake will need to be released by pulling the brake lever. Pushing the brake lever will apply the brake.

The throttle will also need to be engaged by pulling the throttle lever. Now the engine will move. Pushing the throttle lever will disengage the throttle but the engine will continue moving until the brake is applied.

NOTE

#4, #5, and #6 Tracks are above the Rollover.

	Steps	Key Points	PPE/Hazards
1.	Verify that the main Air Tanks are charged to 90# before moving the engine.		
2.	Sound horn to alert personnel of operation start up.		
3.	Release brake.		
4.	Place transmission in reverse.		
5.	Engage throttle.		
6.	Verify that all switches are aligned properly.		
7.	Disengage throttle.		
8.	Hook into rail car.		
9.	Set brake.		
10.	Place transmission in "Neutral".	**Done so the Switch Engine can be throttled up to build**	

		air.	

NOTE

Head Switchman dismounts the engine and hooks up the Air Hoses between the engine and the first car.

NOTE

Pin Puller dismounts the engine and begins releasing the Hand Brakes on the 2nd and 3rd cars.

NOTE

The Upper Yardman releases the brakes from the 4th car to the end of the string, and pulls the pin between the cars.

After the pin is pulled, the yardman signals the Head Switchman.

NOTE

The brake on the first car will be release at this time.

11.	Open Charge Valve.	**Gray valve. This puts air into the first three rail cars.**	
12.	Build the air pressure to 80 – 90 #s.		
13.	Place Transmission Lever in the "Forward" position.		

NOTE

The Head Switchman signals to the Switch Engine Operator that all personnel are clear and that cars are ready to be pulled away.

14.	Release Engine Brake.		
15.	Engage throttle.	**Throttle may not be needed on steeper grades.**	

CAUTION

When extra brakes are needed, rail car Air Brakes will be set by closing the gray valve and opening the yellow valve slowly, and closing it again after dipping to about 60#. Open and close yellow valve again, if needed.

If air pressure dips to 40#, and the speed is still too fast, open the yellow valve all of the way. This will dynamite the remaining air in the cars.

Remember to close the yellow valve before opening the gray valve to release the Air Brakes.

16.	Bring rail cars to the Rollover.		

NOTE

When the Rollover Operator is ready, he will blow the "All Clear" siren.

The Head Switchman will signal to the Switch Engine Operator to pull into the Rollover.

NOTE

There will usually be an empty rail car in the Rollover.

17.	Hook into the empty rail car.	**Pull into the Rollover.**	

NOTE

When pulling 6 rail cars from #5 or #6 Track, the last car will not clear #6 Switch. Pull the engine through the Rollover until the last car clears #6 Switch and the Upper yardman notifies by radio to stop. Upper yardman will throw the switch and request cars to be brought back.

Stop when the second car is about 12' above the Rollover.

18.	Stop engine when the front of the second rail car is about 12' from the Rollover.		
19.	Close the Charge Valve.	**Gray valve.**	

NOTE

The Head Switchman will signal when the pin is pulled between the 1st and 2nd cars.

20.	Pull engine forward.	**Until 1st car is spotted in the Rollover.**	
21.	Apply brake.	**Head Switchman pulls pin on the Switch Engine.**	
22.	Pull engine forward.	**Out of Rollover.**	

Standard Operating Control Limits

Switch Engine/Switching Procedures-2/2/703

Deviation	Condition	Consequence	Action To Take
Hard push or pull	High amperage	Equipment damage	Do not hold over 400 AMPs
High Speed	High RPM	Equipment damage	Maximum RPM of 2250
Air problems	Low air pressure	No brakes	Check air valve Use spare air tank to raise pressure for brakes Use rail car hand Brakes, if needed
High Temperature	Above 180°	Overheating	Open air dampener

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

#4 Track Pull Up
Switching Procedures

Switch Engine-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to pull rail cars up Track #4.

Requirements: Have proper PPE. Understand the operation of the Switch Engine. The Switch Engine Operator will call the Rollover Operator to notify where the empty rail cars will end up on the tracks so that car numbers can be put on the Switch List. Understand all Safety Procedures.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection • Safety Toe Footwear	• Equipment damage • Personal injury	

#4 Track Pull Up

TASKS:

1. Hooking up rail cars.
2. Safety Procedures.

NOTE

There are several ways to do the Pull Up, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After the Holding Track Pull Up is completed, the engine will hook into the string of cars at the Rollover (usually 7-9 cars). These cars will begin the #4 Track Pull Up. The cars will be dumped as usual.

Refer to the Switching Procedures, Switch Engine Operation, and Spotting Rail Cars in the Rollover.

The next string of cars will be taken from #5 Track. The two strings together will total 12-13 cars.

Steps		Key Points	PPE/Hazards
1.	Bring the second string to the Rollover.	**Usually 4-6 cars.**	

NOTE

When the Rollover Operator is ready, the "All Clear" siren will be blown.

The Head Switchman will signal to pull the engine into the Rollover.

There will be an empty rail car in the Rollover.

2.	Pull into the rollover.		
3.	Hook into empty rail car.	**The empty car will hook into the other empty cars stacked a few feet below the Rollover.**	
4.	Stop engine when the front of the second car is about 12' above the Rollover.		

5.	Close Charge Valve.	**Gray valve. This is to keep the air in the Main Tanks from escaping when the cars are pulled apart.**	

NOTE

The Head Switchman will signal when the pin has been pulled between the 1st and 2nd car.

6.	Pull engine forward until the first car is spotted in the Rollover.		
7.	Stop engine.		

NOTE

The Head Switchman pulls the pin on the engine that disconnects the engine from the car in the Rollover.

8.	Pull engine forward out of the Rollover.		
9.	Stop engine.	**The empty cars ahead of the engine will be checked for Dubs and stacked down #1 or #2 Track.**	

NOTE

After checking for Dubs, the Head Switchman will signal when both he and the Lower yardman are ready.

10.	Pull the engine forward down track to #3 Switch.		
11.	Stop the engine when the engine clears #3 Switch.		

NOTE

The Switchman will set a brake on the cars, pull the pin on the car to disconnect the engine and signal to back up.

12.	Pull the engine back to the Rollover.		

NOTE

To spot the next car backwards, if needed, refer to: Switching Procedures, Switch Engine Operation, and Spotting Cars in the Rollover steps #10-25.

NOTE

After spotting the car backwards, running around the cars at the Rollover and spotting the rest of the string, pull another string of cars up from the track.

After bringing these cars to the Rollover, repeat steps #2-8.

After spotting the first car on the third string and checking for Dubs, the second string of empty rail cars will be hooked into he first string stacked below #3 Switch.

When the Switchmen are ready, the Head Switchman will signal forward.

13.	Pull engine forward towards the stacked cars.		
14.	Stop engine when the cars are hooked together.	**The Lower Yardman will signal by radio.**	

NOTE

Wait for the Switchmen to hook Air Hoses, and release car brake.

The Head Switchman will signal when clear

Repeat steps #9-11 until ready to spot the second to the last car in the string at the Rollover.

NOTE

When the Rollover Operator blows the "All Clear" siren, the Head Switchman will signal forward.

15.	Pull the engine forward until signaled to stop.	**When the car is spotted in the Rollover.**	

NOTE

When the pin has been pulled between the two cars, the Switchman will signal to back up.

16.	Back up the engine until the car is clear of the Rollover.		

17.	Stop the engine.	**The Switchmen will set the car brake, pull the signal pin on the engine, and to back up.**	
18.	Back up the engine to #5 Switch.		
19.	Stop the engine when engine clears #5 Switch.		

NOTE

A Switchman will throw the switch for the Short Run-around Track.

20.	Pull engine forward around the Rollover and to the Pull Up cars.		
21.	Hook into cars.		
22.	Stop the engine.	**Angle Cocks on the engine will be open on the front and closed on the back. The Switchmen will hook the Air Hoses between the engine and cars, release the car brake, and signal to pull back up.**	
23.	Open gray Charge Valve.		
24.	Pull back engine to the Short Run-around Track and up #4 Track.		
25.	Stop the engine.	**Using airbrakes and Engine Brake when the end car clears #8 Switch and before the top car blocks Union Pacific's switch.**	

NOTE

The Head Switchman will pull the pin on the engine and signal to back up.

26.	Back up the engine to Union Pacific Switch.		
27.	Stop engine when the engine clears Union Pacific's Switch.	**The Head Switchman will throw the switch and mount the engine.**	
28.	Pull forward down track to the Rollover by way of #9 Switch and to the loaded car above the Rollover.		
29.	Hook into the car.	**Refer to Spotting Rail Cars in the Rollover, Switch Engine, Steps #21-25.**	
30.	Stop engine.		
31.	Spot car in the rollover.	**Completes Pull Up.**	

Standard Operating Control Limits

#4 Track Pull Up-2/2/703

Deviation	Condition	Consequence	Action To Take
Hard push or pull	High amperage	Equipment damage	Do not hold over 400 AMPS
High speed	High RPM	Equipment damage	Maximum RPM 2250
Air problems	Low air pressure	No brakes	Check air valves Use spare air tank to raise pressure for brakes Use rail car Hand Brakes, if needed.
High Temperature	Above 180°	Over heating	Open air dampener

Training Notes:

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Conda Phosphate Operations

OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

Spotting Rail Cars in the Rollover
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Head Switchman duties for spotting rail cars in the Rollover.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Procedures for Spotting Cars in the Rollover, Lower Yardman, and Procedures for Pulling Empties Up #4 Track, Head Switchman.

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection • Safety Toe Footwear	• Equipment damage • Track damage • Personal injury	

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Rollover operation.
4. Hand signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

A string of cars will be brought to the Rollover. When the Rollover Operator is ready, the "All Clear" siren will be blown.

Steps		Key Points	PPE/Hazards
1.	Signal the Engine Operator forward into the Rollover.		
2.	Verify Knuckle is open and aligned to hook into the car in the Rollover.	**If there is an empty in the Rollover.**	

NOTE

The engine will pull into the Rollover and stop when the second cars is about 12' above the Rollover.

The Pin Puller will pull the pin between the first and second car.

3.	Verify that the pin is pulled between the first and second car.		
4.	Signal the Engine Operator forward.	**After the Pin Puller signals that the pin is pulled.**	

NOTE

The engine will stop when the car is spotted in the Rollover.

5.	Pull the pin on the engine between the engine and the car in the Rollover.	**The engine will pull forward out of the Rollover.**	
6.	Verify that the Lower Yardman is ready and clear.		
7.	Verify switch alignment.	**#1, #2, and #3 Switches.**	
8.	Signal the engine forward.		
9.	Verify that the pin is pulled between the engine and the empty car(s) connected to the front of the engine.	**Refer to Spotting Cars in the Rollover, Lower Yardman, and Pulling Empties Up #4 Track, Head Switchman.**	

NOTE

After fixing Dubs, or when the Hand Brake is on the south end of the first car in a string, the next car will be spotted backwards.

In some cases, more than one car will be spotted backwards.

The engine will pull back to the Rollover.

Proceed with the following steps after the "All Clear" siren is blown.

10.	Verify Knuckle alignment on the rear of the engine is open and aligned to hook into the car in the Rollover.		
11.	Signal the Engine Operator back into the Rollover.		

NOTE

The engine will pull into the Rollover and push the empty car(s) back until all cars in the string are connected.

When the cars are connected, a switchman will pull the pin at the north end of the next load to be spotted in the Rollover, followed by a signal.

12.	Signal the engine forward.	**The engine will pull forward until the next loaded car is spotted in the Rollover.**	
13.	Signal the Engine Operator to stop.		

NOTE

A switchman will pull the pin between the empty car(s) and the load in the Rollover, and give the signal.

14.	Signal the Engine Operator forward out of the Rollover.		
15.	Mount the engine.	**When finished spotting the car(s) backwards.**	

NOTE

The engine will pull the empty cars(s) down track to the orange mark.

16.	Verify a hand brake is set on the empty car(s) connected to the engine.		
17.	Pull the pin between the engine and empty car(s).		

NOTE

The engine will pull forward and stop when it clears #3 Switch.

18.	Verify #3 and #4 Switches are aligned for the engine to run around the Rollover.		
19.	Dismount the engine.	**At #9 Switch when using the Long Run-Around or at #5 Switch when using the Short Run-Around.**	
20.	Align the Switch for the Rollover.	**When the engine clears the switch.**	

NOTE

The engine will pull forward until clearing the switch.

It may be necessary to throw the switch again.

21.	Mount the engine.	**The engine will pull forward to the car(s) at the Rollover.**	

NOTE

The engine will hook into the cars and back up to verify that the engine is connected.

22.	Verify switch alignment above the engine for the engine to grab the next string.		
23.	Verify that the Hand Brake is released on the load(s) at the Rollover.		
24.	Signal the engine forward into the Rollover with the next load.	**After the "All Clear" siren is blown.**	
25.	Signal the engine to stop when the loaded car is spotted in the Rollover.		
26.	Verify that the empty clears the south end of the Rollover.	**The Pin Puller will pull the pin and signal.**	
27.	Signal the engine to back up.		
28.	Signal the engine to stop.	**When car(s) are 10' out of the rollover.**	

NOTE

Repeat all steps needed to dump all cars.

Training Notes:

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Conda Phosphate Operations

OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Setting Up a Scale Check
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the Head Switchman duties for setting up a Scale Check.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Procedures for Spotting Rail Cars in the Rollover, Head Switchman. Procedures for Pulling Loads Off the Holding Track, Head Switchman. Procedures for Pulling Empties Up the Holding Track, Head Switchman.

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

A Scale Check will be done once a month or more often if needed.

The Switchmen will be notified when a Scale Check is to be started.

NOTE

The first string (usually 6-7 cars) will be dumped.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Head Switchman.

The first car on the second string will be spotted.

The Lower Yardman will signal when ready.

	Steps	Key Points	PPE/Hazards
1.	Verify switch alignment down #1 Track.		
2.	Signal the engine forward down #1 Track.	**When the Lower Yardman is ready and clear.**	

NOTE

The engine will stop the cars at the bottom of #1 Track.

3.	Dismount the engine.		
4.	Set the Hand Brake on the car connected to the engine.		
5.	Verify that the hoses are hooked between the cars.		
6.	Verify that the Angle Cock is closed at the north end of the fourth car from the bottom.		
7.	Mount the engine.		

8.	Pull the pin on the engine.		

NOTE

The engine will pull back and wait for the Lower Yardman, then pull back to the Rollover to spot more cars.

After the string at the Rollover is dumped, the Hold Track Cars will be dumped.

Refer to the Procedures for Pulling Load Off the Holding Track, Head Switchman.

After the Holding Track is dumped, another string will be brought to the Rollover (usually 5-6 cars).

After spotting the first car, the Holding Track Pull Up will be done.

Refer to the Procedures for Pulling Empties Up the Holding Track, Head Switchman.

After the Pull Up, the cars at the Rollover will be dumped.

When the second to the last car is spotted, and the pin is pulled, proceed with the following steps.

9.	Signal the engine back until the loaded car is 10' above the Rollover.		
10.	Signal the engine to stop.	**Refer to Pulling Empties Up #4 Track, Head Switchman, Steps #13-20.**	

NOTE

The engine will pull down #1 Track and hook into the cars at the bottom.

After hooking in, follow the next steps.

11.	Dismount the engine.		
12.	Release the car brakes.	**Air Brakes and Hand Brakes.**	
13.	Mount the engine.		

NOTE

After all Switchmen have mounted the engine, the engine will pull the cars back to #3 Switch and stop.

14.	Verify that the Hand Brake is set on the car connected to the engine.		

15.	Verify that the pin is pulled on the car between the engine and the car.		

NOTE

These cars, along with the cars at the Rollover will be pulled up #4 Track.
Refer to the Procedures for Pulling Empties Up #4 Track, Head Switchman.

Training Notes:

Agrium

Conda Phosphate Operations

OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

Agrium

Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Spotting Rail Cars in the Rollover
Pin Puller
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the spotting of rail cars in the Rollover by the Pin Puller.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Rollover Operation.
4. Hand Signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

A string of cars will be brought to the Rollover.

	Steps	Key Points	PPE/Hazards
1.	Dismount the car or the engine.	**Whichever applies.**	

NOTE

When the Rollover Operator is ready, he will blow the "All Clear" siren.

Stay clear until the engine has pulled into the Rollover and stopped the second car about 12' above the Rollover.

CAUTION

When pulling the pin on car(s) charged with air, pull the pin and step away with your back to the car(s). So the air hose does not hit you or blow dirt in your eyes.

2.	Pull the pin between the first and second car.		
3.	Signal the Head Switchman when the pin is pulled.		

NOTE

The engine will pull forward and spot the first car.

4.	Bleed the air from the car in the Rollover.	**Pull the Air Bleeder Rod and clamp with Vise Grips.**	
5.	Signal the Rollover Operator when finished and clear.		
6.	Bleed the air from the second car.	**Holding the Air Bleeder Rod, if necessary.**	

NOTE

The car will be dumped at this time. After fixing Dubs, etc., or when the Hand Brake is on the South end of the first car in a string, the next car will be spotted backwards.

In some cases, more than one car will be spotted backwards.

7.	Open the Knuckle on the south end of the cars above the Rollover.	**After the Rollover is upright.**	
8.	Open the Knuckle on the north end of the car in the Rollover.		
9.	Verify Vise Grips have been removed.	**Walk to the south end of the Rollover.**	

NOTE

Refer to "pulling loads off of holding track Pin Puller".

NOTE

After the "All Clear" siren is blown, the engine will hook into the car in the Rollover and push back until all cars are connected.

Pull forward again with the next loaded car.

The engine will stop when the car is spotted in the Rollover.

10.	Pull the pin between the empty car(s) and the load in the Rollover.		
11.	Signal the Head Switchman forward when the pin is pulled.		

NOTE

The engine will pull forward.

12.	Verify that a brake is set on the empty cars below the Rollover.		

NOTE

Walk back to the north end of the Rollover.

The engine will run around the cars.

13.	Close and straighten the Knuckles on the north end of the car in the Rollover and the south end of the car above the Rollover.		

NOTE

Stand in the clear until the next car is spotted in the Rollover.

Step into the Rollover.

14.	Pull the pin between the car being spotted and the car(s) above the Rollover.		
15.	Signal the Head Switchman when the pin is pulled.		

NOTE

After the car is dumped, repeat steps #13-15 until remaining cars are spotted.

16.	Mount the engine.	**Ride the engine to the next string.**	

Training Notes:

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Conda Phosphate Operations

OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Pulling Empties Up #4 Track
Upper Yardman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Upper Yardman duties for pulling empties up the #4 Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures, Upper Yardman. Procedures for Spotting Rail Cars in the Rollover, Pin Puller.

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do the Pull Up, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After the Holding Track Pull Up is completed, the engine will hook into the string of cars at the Rollover (usually 7-9 cars). These cars will begin the #4 Track Pull Up. These cars will be dumped as usual and stacked outside of the Rollover.

Refer to Switching Procedures, Upper Yardman, and Procedures for Spotting Rail Cars in the Rollover.

The next string of cars will be taken from #5 Track.

The two strings together will total 12-13 cars for the Pull Up.

NOTE

The Upper Yardman's job does not change for this Pull Up until the engine is ready to pull around the Rollover to begin the Pull Up. The second to the last car at the Rollover will be spotted.

Steps		Key Points	PPE/Hazards
1.	Verify that a Hand Brake is set on the car above the Rollover.		
2.	Verify that #5 Switch is aligned for the Short Run-Around Track.	**Done after the engine clears and stops above the #5 Switch.**	
3.	Verify switch alignment above the Rollover for the Short Run-Around and up #4 Track.		

NOTE

The Engine Operator will pull the cars up #4 Track.

4.	Set a hand break on the last car (south end).	**Done after the cars have been pulled up and have come to a complete stop.**	
5.	Align #8 Switch for the engine to come back to the Rollover through #9 Switch.		
6.	Align #5 Switch for the Rollover.		
7.	Align #6 Switch for the engine to go up #5 or #6 Track for the next string.	**Done when the engine comes back to the Rollover and clears #6 Switch.**	
8.	Mount the engine.	**The engine will hook into the car above the Rollover.**	
9.	Verify that the Hand Brake is off.		

NOTE

When the Rollover Operator blows the "All Clear" siren, the Head Switchman will signal the Engine Operator forward to spot the car.

10.	Verify that the pin is pulled between the load and empty.	**After the car is spotted.**	

NOTE

The engine will pull up track for the next string.

The Pin Puller is already up track, and will pull the pin at the end of the string. The Upper Yardman will temporarily do the Pin Puller's job.

11.	Dismount the engine.	**When the engine hooks into the cars.**	
12.	Release hand Brakes on the second and third cars.		

NOTE

When finished releasing the second and third brake, go back to the Hand Brake on the first car and wait for the Pin Puller to signal you and the Head Switchman.

13.	Verify that the Engine Operator and other Switchmen are ready.		
14.	Release the Hand Brake.	**The engine will pull forward.**	
15.	Mount the car or engine.	**Near a brake.**	
16.	Verify that the brakes hold on the cars left behind.		

CAUTION

While riding the car down track, watch and listen for a signal to tighten a hand Brake if needed.

DANGER

Use extreme caution when tightening a Hand Brake between moving cars. (Falling hazard)

17.	Dismount the car or engine at the Rollover.	**Refer to Spotting Rail Cars in the Rollover, Pin Puller, Steps #1-15.**	

NOTE

After the first two cars have been spotted, go back to original job.

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

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TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

Setting Up a Scale Check
Lower Yardman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the duties of the Lower Yardman when setting up a Scale Check.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Procedures for Spotting Rail Cars in the Rollover, Lower Yardman. Procedures for Pulling Loads Off the Holding Track, Lower Yardman. Procedures for Pulling Empties Up the Holding Track, Lower Yardman.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

A Scale Check will be done once a month or more often if needed.

The Switchmen will be notified when a Scale Check is to be started.

NOTE

The first string (usually 6-7) cars will be dumped.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Lower Yardman.

The first car on the second string will be spotted.

Steps		Key Points	PPE/Hazards
1.	Verify switch alignment form the Rollover to #1 Track.		
2.	Verify that the cars are connected.		
3.	Signal the Head Switchman to bring the cars forward.		
4.	Mount the car.	**The south car, mount on the southwest corner.**	

CAUTION

Use Hand Holds and Foot Steps on the side of the car.

NOTE

The engine will take the cars down #1 Track.

When the south car rounds the bottom corner on #1 Track, proceed with the step below.

5.	Signal the Engine Operator by radio notifying that it is clear around the corner.		

6.	Signal the Engine Operator, by radio, counting the cars down: 5 cars, 4, 3, 2, 1, half, STOP.	**When 5 cars from the bottom of #1 Track.**	
7.	Set the bottom two Hand Brakes.	**After cars have stopped.**	
8.	Verify that the hoses are hooked between the cars.		
9.	Verify that the Angle is closed at the north end of the fourth car from the bottom.	**Walk back to the engine.**	
10.	Mount the engine.		

NOTE

The engine will go back to the Rollover to spot another car.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Lower Yardman.

After the string at the Rollover is dumped, the Holding Track Cars will be dumped.

Refer to the Procedures for Pulling Loads Off the Holding Track, Lower Yardman.

After the Holding Track is dumped, another string will be brought to the Rollover (usually 5-6 cars). These cars, along with the cars at the bottom of #1 Track will be pulled up #4 Track.

After the first car is spotted, the Holding Track will be pulled up.

Refer to the Procedures for Pulling Empties Up the Holding Track, Lower Yardman.

After the Pull Up, the cars at the Rollover will be dumped.

When the second to the last car is spotted, the engine will come around the Rollover.

11.	Verify switch alignment.	**Short Run-Around into #1 Track.**	
12.	Mount the engine when the engine comes by the lower end of the Rollover.		

NOTE

The engine will go down #1 Track and hook into the cars at the bottom.

After hooking in, follow the steps listed below.

13.	Dismount the engine.		
14.	Release the car brakes.	**Air Brakes and Hand Brakes.**	
15.	Mount the engine.		

NOTE

When the Switchmen are finished releasing brakes, the engine will pull the cars back to #3 Switch and stop.

16.	Dismount the engine.		
17.	Set a Hand Brake on the car connected to the engine.		

NOTE

When the pin is pulled, the engine will pull back around the Rollover to spot another car.

18.	Align #3 Switch for the Rollover.		

NOTE

Refer to the Procedures for Pulling Empties Up #4 Track, Lower Yardman.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

Pulling Loads Off the Holding Tracks
Pin Puller

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the pulling of loads off of the Holding Track by the Pin Puller.

Requirements: Have proper PPE. Understand all Safety Procedures. Understand Switching Procedures. Understand Rollover Operation.

Required Documents: Procedures for Spotting Loads in the Rollover, Pin Puller.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection • Safety Toe Footwear	• Equipment damage • Track damage • Personal injury	

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After taking the Brake Cars down #1 Track, the string of cars at the Rollover will usually be dumped backwards.

Refer to Procedures for Spotting Loads in the Rollover, Pin Puller.

The Upper yardman is up track setting up cars.

	Steps	Key Points	PPE/Hazards
1.	Verify switch alignment.	**For the cars to be pushed up the Short Run-Around and around the Rollover towards #9 Switch.**	
2.	Walk to the Holding Track.	**Stop at the end of the first string and start of the second string, usually marked by a rock in the Knuckles.**	
3.	Pull the pin.	**After the engine hooks into the cars.**	
4.	Signal the Head Switchman that the pin is pulled, or that the cars will need to be backed up if stretched.	**If backing up, signal the Head Switchman again when the pin is pulled.**	
5.	Walk to #5 Switch and wait for the engine.		
6.	Throw #5 Switch when the engine clears the switch.		

7.	Mount the engine.		
8.	Dismount the engine.	**At the Rollover when the engine pulls into the Rollover and stops.**	
9.	Set a Hand Brake.	**On the 2nd car, unless the 2nd car is going to be spotted backwards, then the brake is set on the 3rd car.**	
10.	Pull the pin between the first and second car.	**Refer to Spotting Rail Cars in the Rollover, Pin Puller.**	

NOTE

After the engine runs around the cars and hooks into them, the engine will pull back on them.

11.	Verify that the engine is hooked into the cars.		
12.	Release the Hand Brake.	**Set earlier.**	
13.	Signal by radio that the brake is "Off".	**The next car will be spotted. Refer to spotting cars in the rollover, Pin Puller Procedure.**	

NOTE

Continue spotting cars until the last car in the string is ready to be spotted.

When spotting the last car on each string from the Holding Track, the empties ahead of it will need to be pushed down track to clear the switches for the engine to run around the Rollover for the next string.

14.	Verify that the Rollover is upright and the rails aligned.		
15.	Open the Knuckles between the load and the empty car in the Rollover.	**Stand in the clear.**	

NOTE

The two cars will be hooked together and then pushed until hooked into the empty cars a few feet below the Rollover. The engine will stop and pull back if needed, to verify that all cars are connected. The Lower Yardman will call by radio when ready for the cars to be shoved.

After the empty cars are sent down, the engine will back up and stop when the load is spotted in the Rollover.

16.	Mount the engine.		
17.	Pull the pin between the load and the engine.	**The engine will back up until clearing #5 Switch.**	
18.	Dismount the engine at the switch.		
19.	Align #5 Switch for the Short Run-Around.		
20.	Go to the next string.	**On the Holding Track to pull the pin.**	

NOTE

Repeat all previous steps until the Holding Track is clear.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Scale Check on the #1 Belt

Rollover-Normal Op-02
05/26/04

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instructions on how to perform a safe scale check.

Requirements: Proper PPE. Understand operation of rail cars. Understand operation of switching duties. Must be B-Operator certified.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection • Safety Toe Footwear	• Equipment damage • Track damage • Personal injury	

TASKS:

1. Hand brakes.
2. Rollover procedures.
3. Hooking hoses.
4. Marking rail cars.
5. Safety procedures.

NOTE

A Scale Check on #1 Belt will be completed once a month, or more often if the Scales need it.

NOTE

There are several ways to do the scale check, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

Steps		Key Points	PPE/Hazards
1.	Take four empty cars to the bottom of the #1 Track.		
2.	Roll Over will notify Shipping that the scale cars need to be weighed.	**Shipping will notify the Goose crew.**	
3.	Notify E&I when ready to do the Scale Check.	**Done by Rollover Operator.**	

NOTE

Once the cars are weighed, the Shipping Operator will put the cars back on the bottom of the #2 Track and call the Rollover Operator by phone to tell him that the cars have been weighed.

4.	Pull the scale cars up from the bottom of the #1 track, dropping them off below the #1 switch.		
5.	Verify that the scale cars end up on the bottom of the #4 track.		
6.	Verify that orange ribbon is tied to all 4 scale cars so that the Tipple crew at the mine can spot them.		
7.	Call the Tipple Operator at the mine and give him the scale car numbers.	**Done by Rollover operator..**	

NOTE

After the cars have been loaded and brought down to the Rollover, the scale cars will end up on the #4 track.

8.	Bring all cars in front of the scale cars to the Rollover to be dumped and put down #2 track.	**Done by switching crew.**	
9.	Bring scale cars to the Rollover.	**Verify that Hand Brake is tied on the cars.**	
10.	Pull all 4 scale cars through the Rollover until they clear #5 switch.		

NOTE

Switch Engine will come around the Short Run-around Track, and hook into another string of cars, bringing them to the Rollover.

11.	Hook into scale cars in front of the Switch Engine and push them through the Rollover.	**Done by Switch Engine.**	
12.	Spot the 1st car in back of the Switch Engine in the Rollover.		
13.	Verify that the scale cars are taken to the bottom of the #1 track to be weighed.		
14.	Weigh the scale cars.		
15.	Notify the Shipping Operator, and verify that the cars have been weighed and are sitting on the #1 track.		
16.	Bring cars to the Rollover to be dumped.		
17.	Verify that the Rollover is clean by: 17.1 Backhoe will be used to clean material off the back wall. 17.2 All material around the front of the Pan Feeder will be pushed into the Feeder.	**Done by a Switchman.**	

NOTE

Once the Pan Feeder is empty, it will be shut down for a period of 10 minutes for #1 Belt Scales to "zero".

18.	Call the Rollover from the Hole with the correct scale reading.		
19.	Dump the scale cars.	**Done by Rollover Operator.**	
20.	Clean the back wall and Pan Feeder area.		

NOTE

Switching Crew will take the empty weighers down to the bottom of the #1 track along with four more empty cars for Brake Cars.

Empty scale cars will be weighed again and hooked back into the Brake Cars.

21.	Notify the Rollover Operator with the correct scale reading after the #1 Belt runs empty.		
22.	Record the scale readings and total tons and give readings to the electricians.	**Done by Rollover Operator.**	

Training Notes:

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Conda Phosphate Operations

OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Pulling Loads Off #4, #5, and #6 Track
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Head Switchman duties for pulling loads off #4, #5, and #6 Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures. The Procedures for Spotting Rail Cars in the Rollover, Head Switchman

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

#4, #5, and #6 Tracks are above the Rollover.

Steps		Key Points	PPE/Hazards
1.	Mount the engine.		
2.	Verify switch alignment.		
3.	Verify Knuckle alignment on the rear of the engine.		
4.	Verify Angle Cock alignment on both ends of the engine.	**Closed on the front and open on the rear.**	

NOTE

The Engine will hook into the rail cars.

5.	Dismount the engine.		
6.	Connect the Air Hoses between the engine and the rail cars.		

NOTE

The Pin Puller and Upper yardman will begin releasing brakes.

7.	Step away from cars to where you can see the Upper Yardman and the Pin Puller.		

NOTE

The Upper Yardman will pull the pin and signal that the pin is pulled or that the Knuckles are stretched and that the cars need to be backed up.

8.	Verify that the Engine Operator is ready.	**The first car brake will be release at this time by the Pin Puller.**	
9.	Verify that everyone is clear.		
10.	Signal the Engine Operator to pull forward or back up.	**If backing up, signal the Engine Operator again when the pin is pulled.**	
11.	Mount the engine.		
12.	Inspect cars that are left up track.		

DANGER

Notify the Engine Operator, other Switchmen, and Rollover Operator by radio if the cars up track begin to roll.

NOTE

While riding the engine down track, be ready to signal the other Switchman to set Hand Brakes if needed.

13.	Verify Knuckle alignment on the front of the engine when the engine nears the Rollover.		

NOTE

The Rollover Operator will blow the "All Clear" siren when ready.

14.	Signal the Engine Operator into the Rollover if everything looks clear.		

NOTE

These steps will be repeated for each string to be brought down track.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Head Switchman.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Hooking Hoses on #1 and #2 Track
Lower Yardman
Rollover Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the hooking up of hoses on the #1 and #2 Track.

Requirements: Have proper PPE. Understand all Safety Procedures. Understand Switching Procedures. Must be B-Operator certified.

Required Documents:

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Throwing switches.
3. Hooking hoses.
4. Hand signals.

NOTE

The Lower Yardman is responsible for the connecting of the hoses on all empty cars that are on #1 and #2 Track at the end of each day.

NOTE

When there are about 35 cars on #1 Track, the Engine Operator will hook into the cars and pull them back to check for Dubs.

Any Dubs will be fixed at this time.

The engine will return to the Rollover to continue spotting cars.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Lower Yardman

When the last car in the string is ready to be spotted, the loaded car will be connected to the empty in the Rollover, and that car is then connected to the empty cars stacked a few feet below the Rollover.

The engine will stop.

Refer to the Procedures for Pulling Loads Off the Holding Track, Lower Yardman, Steps #15-18.

Steps		Key Points	PPE/Hazards
1.	Mount the cars.	**Ride them down #1 Track until they are about to hook into the empties.**	
2.	Dismount the car.		

NOTE

Walk to the south end of the empty cars and wait for the engine. The engine will hook into the north end of the cars and pull back to check for Dubs.

3.	Verify that all cars are connected.		
4.	Signal the Engine Operator to bring the cars down.	**Done by radio.**	

5.	Mount the cars.		

CAUTION

Use the footsteps and handholds on the side of the car when mounting the rail cars.

NOTE

The engine will begin the push.

When the cars get to the corner where the Brake Cars can be seen, perform the following steps.

6.	Signal the Engine Operator letting him know that it is clear around the corner.	**Done by radio.**	

NOTE

The engine will push the cars down to the Brake Cars. Ride the cars down to the Brake Cars.

7.	Dismount the cars.	**Before they hook into the Brake Cars.**	

CAUTION

After the cars have stopped, walk back to the Rollover.

8.	Connect any unhooked hoses.	**On the #1 Track.**	

NOTE

When the last string of the day is brought to the Rollover, the first car will be spotted and the engine will pull forward to the #3 Switch and slow down.

9.	Pull the pin.	**On the car between the car and engine.**	
10.	Dismount the engine.		
11.	Verify #3 Switch alignment.	**For the Run-Around Track.**	

NOTE

The engine will pull back, up the Run-Around Track.

12.	Align #3 Switch.	**For the Rollover.**	
13.	Connect any unconnected Air Hoses.	**On #1 and #2 Track.**	

NOTE

After the string at the Rollover is dumped and connected into #1 or #2 Track, connect any unconnected hoses. #1 and #2 Tracks are completed.

Refer to Locking Switches Procedures.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Pulling Empties Up Holding Track
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Head Switchman duties for pulling empties up the Holding Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures. Procedures for Spotting Rail Cars in the Rollover, Head Switchman.

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do the Pull Up, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

The second string of cars dumped in the morning will usually start the Pull Up. These cars will go down #1 Track. They are dumped and stacked with the cars on the Holding Track after they have been dumped. After spotting the last car from the Holding Track and bringing the next string of cars to the Rollover, the first car from that string is spotted.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Head Switchman.

When the car is spotted and the engine has pulled forward out of the Rollover, follow the steps listed below.

Steps		Key Points	PPE/Hazards
1.	Turn the Angle Cocks on the engine so that the rear one is closed, and the front one is open.		

NOTE

The empty car connected to the front of the engine will stay connected to the engine and be taken down #1 Track to be hooked into the other Pull Up cars.

2.	Verify switch alignment from the Rollover onto #1 Track.		
3.	Dismount the engine near #1 Switch.		
4.	Verify that the Lower Yardman is clear.		
5.	Signal the Engine Operator connecting the engine and empty into		

	the Pull Up cars.		
6.	Verify that the Lower Yardman is clear, after fixing dubs or hooking hoses.	**The engine will pull forward to clear the #1 switch if needed.**	
7.	Pull the pin on the engine disconnecting the Pull Up car(s) from the engine.	**If the next car is going to be dumped backwards.**	
8.	Signal the Engine Operator to back up to the Rollover to spot the next car backwards.	**Refer to spotting railcars in the rollover head switchman procedure.**	
9.	Hook the Air Hoses between the engine and the Pull Up cars	**If the car in the Rollover is not going to be dumped backwards.**	
10.	Verify #1 Switch is aligned for the Holding Track.		
11.	Signal the Engine Operator to back up to the Holding Track.		

NOTE

When the cars are clear at both ends of the Holding Track, the engine will stop.

12.	Pull the pin on the engine.		

NOTE

The engine will pull away from the cars and go up to the Union Pacific Switch needed to get back to the Rollover.

13.	Verify switch alignment.		
14.	Dismount the engine.	**When the engine stops above the proper switch.**	
15.	Align the switch.		
16.	Remount the engine.		

17.	Verify switch alignment to the string of cars above the Rollover.		
18.	Verify Knuckle alignment.		

NOTE

The engine will hook into the cars.

The Pull Up is completed.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Head Switchman.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

Holding Track Pull Up
Switching Procedures

Switch Engine-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the proper steps to successfully operate the Switch Engine on a Holding Track Pull Up.

Requirements: Have proper PPE. Understand the operation of the Switch Engine. The Switch Engine Operator will call the Rollover Operator and notify of where the empty rail cars will end up on the tracks so that the car numbers can be put on the Switch List. Understand the operation of the Rollover. Understand all Safety Procedures.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switch Engine Operation.
2. Safety procedures.

NOTE

There are several methods for doing this Pull UP, depending on the situation and how Union Pacific left the cars in the Yard. The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedures when necessary.

Steps		Key Points	PPE/Hazards
1.	Develop a plan.	**Done first thing in the morning.**	

NOTE

The second string of cars dumped in the morning will usually start the Pull Up. These cars will go down #1 Track after being dumped, and stacked along with the cars on the Holding Track after they are dumped. These cars should total no more than 26.

When the last car from the Holding Track is spotted, the Lower Yardman rides the empties below the Rollover down #1 Track to get them ready for the Pull Up while the last string of cars on #4 Track are brought to the Rollover. (Usually 7-9 cars)

After spotting the first car and pulling clear of the Rollover, the Head Switchman will turn the Angle Cocks at both ends of the engine.

2.	Pull forward.	**Stay hooked into the empty car and take it down #1 Track to the empty cars that have been stacked for the Pull Up. A switchman will signal you to hook up.**	
3.	Hook the empty cars and push forward, if needed, to clear #1 Switch.		
4.	Stop the engine.	**Check for Dubs by pulling back, if needed.**	

NOTE

A Switchman hooks the hoses between the first and second cars after the cars are all connected and the engine is stopped. A Switchman pulls the pin on the engine and signals to back away from the cars if the car in the Rollover needs dumped backwards. If not, refer to step #9.

5.	Pull back from cars to the Rollover.	**To spot the next car backwards. Refer to Switching Procedures, Switch Engine Procedures, and Procedures for Spotting Rail Cars in the Rollover.**	

NOTE

After spotting the car backwards, and leaving the empty car at the orange mark, pull the engine down #1 Track again.

6.	Pull engine forward.		
7.	Hook into empty cars below #1 Switch.		
8.	Stop engine.		

NOTE

One Switchman will hook the hoses between the engine and the cars, while the other Switchman throws #1 Switch for the Holding Track.

9.	Open gray Charge Valve.		

NOTE

When the Switchmen are clear, begin the Pull Up.

10.	Pull cars back up the Holding Track until the bottom cars are clear of #1 Switch and the top cars are not blocking Union Pacific's Tracks.		

11.	Stop the engine.	**With rail car Air Brakes and Switch Engine Brakes.**	

NOTE

The Head Switchman will pull the pin on the engine and signal to pull away from the cars.

12.	Pull back from cars.	**Continue up track to the Union Pacific Switch that takes back down to the Rollover. (Either by way of #9 Switch or down $4 Track depending on how many cars are in the string at the Rollover. If 7 or less come down by way of #9 Switch. If more than 7, come down #4 Track because the last car is not clear of #8 Switch.**	
13.	Stop engine above appropriate switch.		

NOTE

The Head Switchman will throw the switch for the Rollover and get on the engine.

14.	Verify proper switch alignment to the string of cars above the Rollover.		
15.	Pull engine forward.		
16.	Hook into train cars.	**Pull Up is completed.**	

Standard Operating Control Limits Holding Track Pull Up-2/2/703			
Deviation	**Condition**	**Consequence**	**Action To Take**
Hard push or pull	High amperage	Equipment damage	Do not hold over 400 AMPs
High speed	High RPM	Equipment damage	Maximum RPM 2250
Air problems	Low air pressure	No brakes	Check air valves Use spare Air Tank to raise pressure for brakes Use rail car Hand Brakes, if needed.
High temperature	Above 180°	Over heating	Open air dampener

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

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Standard Operating Procedures

Rollover System

Completing a Scale Check
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instructions on how to perform the completion of a scale check.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: The following procedures: Pulling Loads Off #4, #5, and #6 Track, Head Switchman, Spotting Cars in the Rollover, Head Switchman, Pulling Load Off the Holding Track, Head Switchman, and Pulling Empties Up the Holding Track, Head Switchman.

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment Damage • Track Damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do the scale check, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

When the loaded Scale Cars return from the mine, the cars will be taken to the bottom of #1 Track.

The cars in front of the Scale Cars on #4 Track will be dumped first.

Refer to the Procedures for Pulling Loads Off #4, #5, and #6 Track, Head Switchman.

Refer to the Procedures for Spotting Cars in the Rollover, Head Switchman.

After the cars are dumped, the engine will go back up #4 Track for the Scale Cars.

Steps		Key Points	PPE/Hazards
1.	Signal the engine forward into the Rollover.	**After the "All Clear" siren is blown.**	
2.	Verify Knuckle alignment on the front of the engine, to hook into the empty car.		

NOTE

The engine will pull through the rollover and stop when the last car clears #5 Switch.

3.	Verify switch alignment down #2 Track.		
4.	Verify that a brake is set on the Scale Cars.		
5.	Verify that the pin is pulled between the engine and Scale Cars.	**When the Lower Yardman is ready and signals.**	

6.	Signal the engine forward down #2 Track.		

NOTE

If there are Brake Cars on #2 Track, the empties can be sent down into them.

If there are no empties on #2 Track, the engine will take the cars down #2 Track and stop when the bottom car is about 2 car lengths from the bottom of the track.

7.	Verify that a Hand Brake is set on the cars connected to the engine.	**If needed.**	
8.	Verify that the pin is pulled between the car and the engine.	**The engine will pull back to go around the Rollover.**	
9.	Verify switch alignment on #3 and #4 to go around the Rollover.		

NOTE

The engine will run around the Rollover and up to another string. The string will be brought to the Rollover to be spotted.

10.	Signal the engine forward into the Rollover.	**After the "All Clear" siren is blown.**	
11.	Verify Knuckle alignment on the front of the engine to hook into the Scale Cars.		

NOTE

The engine will pull forward into the Rollover to spot the first car.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Head Switchman; Steps #1-8.

12.	Signal the engine forward down #1 Track.	**The engine will stop the Scale Cars at the bottom of #1 Track.**	
13.	Dismount the engine.		
14.	Set the Hand Brake on the car connected to the engine.		
15.	Verify that the Angle Cock is closed at the north end of the 4th car from the bottom.		

16.	Mount the engine.		
17.	Pull the pin on the engine.		

NOTE

The engine will pull back and wait for the Lower Yardman, then pull back to the Rollover to spot more cars.

After the string at the Rollover is dumped, the Hold Track cars will be dumped.

Refer to the Procedures for Pulling Load Off the Holding Track, Head Switchman.

After the Holding Track is dumped, another string will be brought to the Rollover (usually 5-6 cars).

After spotting the first car, the Holding Track Pull Up will be done.

Refer to the Procedures for Pulling Empties Up the Holding Track, Head Switchman.

After the Pull Up, the cars at the Rollover will be dumped.

When the last car is dumped, and the "All Clear" siren blown, proceed with the following steps.

18.	Signal the engine into the Rollover.		
19.	Verify Knuckle alignment to hook into the empty.	**The engine will pull through the Rollover to #3 Switch.**	
20.	Verify switch alignment for #2 Track.		
21.	Verify that the pin is pulled between the car and the engine.	**The engine will stop above #2 Switch.**	
22.	Verify Switch #3 and #4 Switch alignment for the cars to be pulled around the Rollover.	**The engine will pull down #1 Track and hook into the Scale Cars.**	
23.	Release the Air Brakes and Hand Brakes.		
24.	Signal the engine back.	**When finished releasing brakes, and the Lower Yardman is clear and ready.**	

NOTE

The engine will pull back around the Rollover until the last car clears #5 Switch.

25.	Verify #5 Switch alignment for the Rollover.	**Refer to Spotting Rail Cars in the Rollover, Head Switchman.**	

NOTE

The Scale Cars will be dumped and taken down #1 Track for the Brake Cars, along with the next string.

After the Scale Cars and cars connected to the Scale Cars (4-5) are taken to the bottom of #1 Track.

26.	Verify the brakes are set on the cars between the engine and Scale Cars.		
27.	Verify that the pin is pulled on the car between the car and the engine.	**Done when the Lower Yardman is finished and back to the engine.**	
28.	Signal the engine back to the Rollover to spot another car.		

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

Spotting Rail Cars in the Rollover
Lower Yardman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the spotting of rail cars in the Rollover by the Lower Yardman.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track Damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Rollover operation.
4. Hand Signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

The first car in each string will either be pulled by the engine down to the correct orange mark or pushed out of the Rollover from above.

If spotted from above the Rollover, the first car will need to be stopped at the correct orange mark by the Lower Yardman.

When in question, ask the Head Switchman or the Engine Operator.

Steps		Key Points	PPE/Hazards
1.	Mount the car as it leaves the Rollover at the rear of the car by the Hand Brake.		

CAUTION

Use extreme caution when climbing and dismounting the car.

2.	Set the Hand Brake.	**When the car reaches the correct mark.**	
3.	Dismount the car.		
4.	Open and straighten the Knuckle on both ends of the car.		

NOTE

Walk back to the Rollover and wait for the car to be dumped and rolled back upright.
Step into the Rollover.

5.	Open and straighten the Knuckle on the south end of the car in the Rollover.		
6.	Step into the clear where the Rollover Operator can see you.		

NOTE

When the "All Clear" siren is blown, the next car is then spotted.

DANGER

Verify that the car in the rollover has stopped before stepping in between railcars.

7.	Open and straighten the Knuckle on the north end of the car leaving the Rollover.		

NOTE

Repeat Steps #4-6 until the rest of the cars are spotted and the engine goes for another string.

CAUTION

When chocking railcars below the rollover, chock on the east side only, or derailment may occur. Refer to "chocking empty ore cars, switching procedures".

8.	Chock the wheel on the car just outside of the Rollover on the east side.	**Using a Rubber Wheel chock.**	
9.	Verify that the cars are ready.	**Cars and hoses connected and pins dropped.**	
10.	Chock the wheel on the bottom car on the east side.	**Using a Rubber Wheel chock.**	
11.	Release the Hand Brake on the car that was stopped at the orange mark.		

12.	Verify switch alignment for #1 through #4 cars to go down the correct track.	**#1 or #2 Track, whichever applies.**	

NOTE

Return to the Rollover and wait for the car to be dumped.

Proceed with the following steps after the car is dumped and the Rollover is upright.

13.	Open and straighten the Knuckle on the south end of the car in the Rollover and the north end of the car just below the Rollover.		
14.	Step into the clear where the Rollover Operator can see you.		

NOTE

The "All Clear" siren will be blown when the Rollover Operator is ready.

The engine will pull into the Rollover, hook into the car in the Rollover, and spot the first car in that string.

15.	Verify that there are no Dubs on the empty cars stacked below the Rollover.		
16.	Signal the Head Switchman forward.		
17.	Mount the engine.		
18.	Pull the pin on the car between the engine and the car.		

NOTE

The engine will give the cars a shove, disconnecting them from the engine.

If dumping backwards is not necessary, the engine will follow the cars until below #3 Switch.

After fixing Dubs or when the brake is on the south end of the first car in a string, the next car will be spotted backwards.

When the Rollover Operator is ready, the "All Clear" siren will sound.

The engine will back into the Rollover and the next car will be spotted.

The engine will pull the empty down to the correct orange mark.

19.	Set a Hand Brake on the empty car(s) connected to the engine.		

NOTE

The Head Switchman will pull the pin and the engine will pull down track until below #3 Switch.

20.	Align #3 Switch for the Run-Around.	**The engine will back up until clearing #3 Switch.**	
21.	Align #3 Switch for the Rollover.		
22.	Mount the engine.	**The engine will head up the Run-Around.**	
23.	Dismount the engine at the Rollover.	**Repeat Steps #5-23.**	

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Standard Operating Procedures

Rollover System

Pulling Loads Off the Holding Track
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the pulling of loads off of the Holding Track.

Requirements: Proper PPE. Understand all Safety Procedures. Understand Switching Procedures. Must be B-Operator certified.

Required Documents: Procedures for Hooking Up Hoses, Procedures for Spotting Rail Cars in the Rollover, and Switching Procedures.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After Brake Cars have been taken to the bottom of #1 Track, the remaining cars in the string at the Rollover will usually be dumped backwards before heading to the Holding Track for the next string.

When the last car is spotted in the Rollover, watch for a signal from the Switchman pulling the pin.

Steps		Key Points	PPE/Hazards
1.	Signal the Engine Operator to pull ahead.		
2.	Verify that a brake is set on the empties.	**When the engine stops at the orange mark above #3 Switch.**	
3.	Pull the pin between the engine and the empties.		
4.	Signal the Engine Operator to pull forward.		
5.	Verify that #1 Switch is thrown for the Holding Track.	**When the engine stops below #1 Switch.**	
6.	Verify Knuckle alignment.		
7.	Dismount the engine.	**When the engine hooks into the loads.**	
8.	Hook up the Air Hose between the engine and the loaded cars.	**Refer to the Procedures for**	

		Hooking Up Hoses.	

NOTE

The Switchman pulling the pin between the 1st and 2nd string will signal when ready.

9.	Verify that the brake is released.		
10.	Verify that all personnel are ready and clear.		
11.	Signal the Engine Operator ahead.	**The engine will pull ahead until the last car clears #1 Switch.**	

NOTE

If there are empty cars on #1 Track, the engine may hook into them before the last car clears. If so, verify Knuckle alignment and pull the pin on the car, after the engine hooks in.

When the engine stops, #1 Switch will be thrown by the Lower Yardman.

12.	Verify switch alignment on #1 through #6 for the cars to be pushed around the Rollover and towards # 9 Switch.		
13.	Verify that #3 and #4 Switches are realigned.	**After the engine clears #3 and #4 Switches.**	
14.	Verify #5 Switch alignment to the Rollover.	**After the engine clears #5 Switch.**	
15.	Verify Knuckle alignment on the front of the engine.	**The "All Clear" siren is blown.**	
16.	Signal the Engine Operator forward into the Rollover.	**Refer to Procedures for Spotting Rail Cars in the Rollover, Head Switchman.**	

NOTE

When spotting the last car on each string from the Holding Track, the empties ahead of it will need to be pushed down track to clear the switches for the engine to run around the Rollover for the next string. The "All Clear" siren must be blown for clearance.

17.	Verify that the pin puller is ready and clear.	**Both Knuckles are open.**	
18.	Signal the Engine Operator forward.		

NOTE

The loaded car is hooked into the empty inside of the Rollover and that car is connected to the empty cars a few feet below the Rollover.

The Engine Operator will stop and pull back, if needed, to verify that all cars are connected.

The Lower Yardman will call by radio when ready for the cars to be shoved.

19.	Signal the engine forward into the Rollover.		

NOTE

After the empty cars are pushed down, the engine will back up until the loaded car is spotted. The pin puller will pull the pin between the car and engine and signal to the Engine Operator.

20.	Mount the engine.	**Engine will back up to #5 Switch and stop. Pin Puller will throw #5 Switch.**	
21.	Verify that #5, #4, #3, and #1 Switches are aligned.	**To go around the Rollover to the Holding Track for the next string.**	

NOTE

These steps will be repeated on all strings except when pulling the last string off of the Holding Track. Then, trade places with the Lower Yardman so he can check for Dubs on #1 Track.

22.	Dismount the engine at #1 Switch.		
23.	Signal the Engine Operator to stop.	**When the last car clears #1 Switch.**	
24.	Align #1 Switch for the Rollover.		
25.	Verify switch alignment for the cars to be pushed around the Rollover.		
26.	Verify that the south Knuckle on the car in the Rollover is open, and walk		

	around the Rollover to get on the engine as it comes to the Rollover to spot the first car.		
27.	Mount the engine.	**Repeat Steps #15-16.**	

NOTE

If the Lower Yardman has a Dub, he will stay down track to fix it. If this is the case, align #3 and #4 Switches for him, after the engine clears each switch.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

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Standard Operating Procedures

Rollover System

Pulling Empties Up #4 Track
Head Switchman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Head Switchman duties for pulling empties up #4 Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures, Head Switchman, Procedures for Spotting Rail Cars in the Rollover, and the Procedures for Pulling Empties Up the Holding Track, Head Switchman.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do the Pull Up, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After the Holding Track Pull Up is completed, the engine will hook into the string of cars at the Rollover (usually 7-9 cars). These cars will begin the #4 Track Pull Up. These cars will be dumped as usual and stacked outside of the Rollover.

Refer to Switching Procedures, Head Switchman, and Procedures for Spotting Rail Cars in the Rollover.

The next string of cars will be taken from #5 Track.

The two strings together will total 12-13 cars for the Pull Up.

NOTE

After the first car from #5 Track is spotted, and the engine has pulled forward out of the Rollover and stopped, proceed with the following steps.

	Steps	Key Points	PPE/Hazards
1.	Verify that the cars are all connected.		
2.	Verify that the Lower yardman is clear of the cars.	**Lower Yardman will give signal when ready.**	
3.	Verify switch alignment to push the cars below #3 Switch.		
4.	Signal the Engine Operator forward.		

NOTE

The engine will stop the cars when it clears #3 Switch.

	Steps	Key Points	PPE/Hazards
5.	Verify that a Hand Brake is set on the Pull Up cars.		
6.	Verify that the pin is pulled on the car between the engine and Pull Up cars.		

NOTE

If needed, dump the next car backwards now.

Refer to the Procedures for Spotting Rail Cars in the Rollover, Head Switchman.

If not dumping backwards, follow the step below.

7.	Verify that #3 Switch is aligned to Run-Around the Rollover.		

NOTE

After the string at the Rollover has been dumped, and the next string has been brought into the Rollover, repeat Steps #1-4.

NOTE

The Lower Yardman will signal, by radio, to hook the empties connected to the engine into the cars stacked below #3 Switch.

8.	Hook the Air Hose between the first and second cars from the engine.		
9.	Set the Hand Brake on the first car.		
10.	Verify that the Lower Yardman is ready and clear.		
11.	Signal the Engine Operator forward.		

NOTE

The engine will stop when it clears #3 Switch.

Repeat Steps #5-7 until ready to spot the second to the last car in the string at the Rollover.

Wait for the Rollover Operator to blow the "All Clear" siren.

	Steps	Key Points	PPE/Hazards
12.	Signal the engine forward until the car is spotted in the Rollover.		
13.	Signal the engine to stop.		
14.	Signal the engine back until the loaded car is 10' above the Rollover.	**Done after the Pin Puller signals that the pin has been pulled.**	
15.	Signal the engine to stop.		
16.	Verify that a Hand Brake is set on the car above the Rollover.		
17.	Verify that the pin is pulled between the car and the engine.		
18.	Signal the engine back.	**The engine will stop above #5 Switch.**	
19.	Verify #5 is aligned for the Short Run-Around Track.		
20.	Verify switch alignment around the Rollover to the Pull Up cars.		

NOTE

The engine will pull down track and hook into the Pull Up cars.

21.	Turn the Angle Cocks on the engine.	**Close the rear one and open the front one.**	
22.	Verify that the Air Hose is hooked between the engine and Pull Up cars.		
23.	Verify that the Lower Yardman is ready and clear.		
24.	Signal the Engine Operator to back up the #4 Track.		

NOTE

When the cars are clear at both ends of #4 Track, the engine will stop.

	Steps	Key Points	PPE/Hazards
25.	Pull the pin on the engine.		

NOTE

The engine will pull away from the cars and go up track to the Union Pacific Switch needed to get back to the Rollover.

Refer to the Procedures for Pulling Empties Up the Holding Track, Head Switchman, Steps #13-18.

Training Notes:

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OPERATIONS PROCEDURE ACKNOWLEDGEMENT

With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

TRAINEE: _____

DATE: _____

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Conda Phosphate Operations

Standard Operating Procedures

Rollover System

Pulling Empties Up #4 Track
Lower Yardman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the Lower Yardman duties when pulling empties up #4 Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures, Switch Engine Operation Procedures for Spotting Rail Cars in the Rollover.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do the Pull Up, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After the Holding Track Pull Up is completed, the engine will hook into the string of cars at the Rollover. (Usually 7-9 cars) These cars will begin the #4 Track Pull Up. These same cars will be dumped as usual and stacked outside of the Rollover.

Refer to Switching Procedures, Switch Engine Operation and the Procedures for Spotting Rail Cars in the Rollover.

The next string of cars will be taken from #5 Track.

The two strings together will total 12-13 cars.

NOTE

After the first car from #5 Track is spotted, and the engine has pulled forward out of the Rollover and stopped, proceed with the following steps.

Steps		Key Points	PPE/Hazards
1.	Verify that the cars are all connected.		
2.	Verify switch alignment to push the cars down #1 Track.		
3.	Signal the Head Switchman to have the Engine Operator push the cars forward.		

NOTE

The engine will stop the cars when it clears #3 Switch.

4.	Verify that a Hand Brake is set on the cars.		
5.	Verify that the pin is pulled on the car between the engine and the cars.		

NOTE

Dump the next car backwards now, if needed. If not dumping the next car backwards, continue with the next steps.

6.	Verify #3 and #4 Switches are aligned to run around the Rollover.	**Refer to Spotting Rail Cars in the Rollover, Lower Yardman.**	

NOTE

After the string at the Rollover has been dumped and the next string has been pulled into the Rollover, repeat Steps #1-3.

7.	Mount the car to be connected into the other stacked cars below #3 Switch.		

CAUTION

Use Foot Steps and Hand Holds on the side of the car.

8.	Dismount the car near #3 Switch.		
9.	Signal until the cars connected to the engine are hooked into the cars stacked below #3 Switch.	**Done by radio.**	
10.	Verify that the cars are connected and stopped.		
11.	Hook up the Air Hose.		
12.	Release the Hand Brake on the cars below #3 Switch.		

NOTE

The Head Switchman will set a Hand Brake on the car connected to the engine and hook the Air Hose between the first and second cars from the engine.

13.	Signal when ready and clear.	**Done by radio.**	

NOTE

The engine will push the cars forward until the engine clears #3 Switch.

Repeat Steps #4-6.

NOTE

The string of cars at the Rollover will be dumped and stacked outside of the Rollover.

14.	Verify that the cars do not block the Run-Around Track.		

NOTE

When the second to the last car is spotted in the Rollover, the engine will use the Short Run-Around Track to get to the Pull Up cars.

15.	Verify #3 and #4 switch alignment for the Short Run-Around and into the Pull Up cars.		
16.	Verify that the Angle Cock is closed at the bottom end of the third Pull Up car from the engine.	**Between the 3rd and 4th car.**	
17.	Verify that the Hand Brake is released on the Pull Up cars.	**After the engine hooks into the Pull Up cars.**	
18.	Verify that the Air Hose is hooked between the engine and the Pull Up cars.		
19.	Signal the Head Switchman that it is clear and ready for the cars to be pulled.		

NOTE

The engine will pull the cars up #4 Track.

20.	Verify switch alignment from the rollover down the #1 Track.	**After the last car clears #3 Switch.**	
21.	Align #4 Switch for the Long Run-Around.	**After the cars clear #4 Switch.**	

Training Notes:

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With my signature I am acknowledging that I have read the procedure, I understand the procedure and that I will comply with the procedure.

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Standard Operating Procedures

Rollover System

Setting Up a Scale Check
Switching Procedures

Switch Engine-Normal Op-02
05/26/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step-by-step instruction on how to perform the successful set up of a scale check.

Requirements: Have proper PPE. Understand all Safety Procedures. Understand Switching Procedures. Be familiar with the Rollover Operation. The Switch Engine Operator will call the Rollover Operator and notify of where the empty rail cars will end up on the tracks so that the car numbers can be put on the Switch List. Must be A-Operator certified.

Required Documents:

Tools and Equipment:

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Pushing cars down track.
3. Pulling cars up track.

NOTE

There are several ways to do the scale check, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

A Scale Check on #1 Belt will be completed once a month, or more often if the Scales need it.

NOTE

Notify the Switchmen that a Scale Check is to be started.

The first string (usually 6-7 cars) will be dumped. The first car in the second string will be spotted, and the first string will be taken down #1 Track.

Refer to Procedures for Spotting Rail Cars in the Rollover, Switch Engine.

NOTE

The Lower Yardman will mount the bottom car and signal by radio to bring the cars down. He will signal by radio again if it is clear around the corner, and count down. (5 cars, r, 3, 2, 1 half, STOP) at the bottom of #1 Track.

Steps		Key Points	PPE/Hazards
1.	Stop the engine.	**The Roll Over will call Shipping to have the Goose crew weigh the bottom four cars.**	

NOTE

When the Switchmen are ready, and on the engine, the pin will be pulled between the engine and the cars.

2.	Back the engine up to the Rollover to spot more cars.		

NOTE

After the string at the Rollover is dumped, the Holding Track cars will be dumped.

(Refer to Procedures for Pulling Loads of the Holding Track and Switch Engine Procedures).

After the Holding Track cars are dumped, another string will be brought to the Rollover (usually 5-6 cars).

After spotting the first car, the Holding Track Pull Up will be done.

(Refer to the Procedures for Pulling Empties up the Holding Track, and Switch Engine).

The cars at the bottom of #1 Track, together with the cars at the Rollover, will total 12-13 cars.

These cars will be pulled up #4 Track.

After the Pull UP, the cars at the Rollover will be dumped. When the second to the last car is spotted, the engine will back up when signaled.

3.	Back the engine up until the car is 10' out of the Rollover.		

NOTE

A brake will be set on the load. The pin will be pulled between the engine and load, and the engine will be signaled to back up again.

4.	Back the engine up until it clears #5 Switch.		

NOTE

After the switch is aligned, and the forward signal given, pull the engine forward around the Rollover.

NOTE

The Lower Yardman will get on the engine at the lower end of the Rollover.

5.	Verify switch alignment to go down #1 Track.		
6.	Hook into the cars at the bottom of #1 Track.		
7.	Pull the cars back to #3 Switch.	**Done after Switchmen are finished releasing brakes and signal has been given.**	
8.	Stop the engine below #3 Switch.		

NOTE

A brake will be set on the cars and the pin will be pulled between the engine and the cars.

9.	Back the engine up until the engine clears #5 Switch.	**A switchman will align #5 Switch for the Rollover.**	
10.	Pull the engine forward until the engine hooks into the load above the Rollover.		

NOTE

When the "All Clear" siren is blown and the forward signal is given, perform the following steps.

11.	Pull the engine forward until the load is spotted in the Rollover.		

NOTE

When the pin is pulled and the signal given, perform the following step.

12.	Pull the engine back out of the Rollover and up to the next string.		

NOTE

The string is brought to the Rollover and the first car is spotted. The empty cars ahead of the engine are taken down and connected to the cars below #3 Switch. Then the cars are pushed #3 Switch and stacked for the #4 Track Pull Up. Go back to the Rollover and continue dumping. After spotting the second to the last car at the Rollover, the cars below #3 Switch will be pulled up #4 Track.

Refer to Procedures for #4 Track Pull Up, Switch Engine.

13.	Pull the cars (12-13) up the #4 Track.		

14.	Verify that ribbon is tied to the Scale Cars.	**Done by Upper Yardman, usually after the Pull UP. Done so the cars can be easily located 2 days later to finish the Scale Check.**	

Training Notes:

Standard Operating Control Limits Setting Up a Scale Check-2/27/03			
Deviation	**Condition**	**Consequence**	**Action To Take**
Hard push or pull	High amperage	Equipment damage	Do not hold over 400 AMPs
High speed	High RPM	Equipment damage	Maximum RPM 2250
Air problems	Low air pressure	No Brakes	Check air valves Use spare Air Tank to raise pressure for brakes Use rail car Hand Brakes, if needed.
High temperature	Above 180°	Over heating	Open air dampener

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Standard Operating Procedures

Rollover System

Pulling Loads Off #4, #5, and #6 Track
Upper Yardman
Switching Procedures

Rollover-Normal Op-02
05/26/04

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Upper Yardman duties for pulling loads off #4, #5, and #6 Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

#4, #5, and #6 Tracks are above the Rollover.

Steps		Key Points	PPE/Hazards
1.	Mount the engine.		
2.	Verify switch alignment.		

NOTE

The engine will hook into the cars.

3.	Dismount the engine.		
4.	Verify that the Angle Cock is closed between the third and fourth car, or fourth and fifth car if on upper #5 or #6 Track.		
5.	Release brakes.	**Hand Brakes on the fourth car and remaining cars to the end of the string.**	

6.	Release the Air Brakes from any cars above the closed Angle Cock up to the end of the string being taken.		

7.	Pull the pin at the end of the string being taken.		
8.	Signal the Head Switchman forward when the pin is pulled, or back when the pin won't pull because the Knuckles are stretched.		

NOTE

If backing up, signal the Head Switchman again when the pin is pulled. The engine will pull forward.

9.	Mount the car.		

CAUTION

Use the Foot Steps and Hand Holds on the side of the car near a brake.

10.	Verify that the brakes hold on the cars left behind.		

DANGER

Notify everyone by radio immediately if the cars begin to roll.

NOTE

While riding the cars down track, watch and listen for a signal to tighten a Hand Brake if needed.

DANGER

Use extreme caution when tightening a Hand Brake between moving cars. (Fall hazard)

NOTE

After the "All Clear" siren has blown, and the engine pulls into the Rollover and stops, continue with the following steps.

11.	Set a Hand Brake on the last car.	**Except when pulling more than 5 cars off #5 or #6 Track.**	

NOTE

Wait to set the brake because the last car will not clear #6 Switch.

12.	Dismount the car and let the Engine Operator know by radio when the last car is one car length from clearing #6 Switch.		
13.	Throw the switch for the Run-Around and notify the engineer to bring the cars back.	**When the last car clears.**	
14.	Push the cars back and stop.	**Done by the engineer.**	
15.	Set the Hand Brake now.		
16.	Dismount the car.		
17.	Verify switch alignment on #5, #6, and #8 for the engine to get back around the car(s) by using the Long or Short Run-Around.	**Depending on number of cars in the string and which track they were pulled from. When in question, check with Engine Operator.**	
18.	Verify that the Air Brakes are off.	**Help the Pin Puller bleed the air on the rest of the cars above the Rollover.**	

NOTE

If cars are dumped backwards, the Upper Yardman will need to pull the pin on the load above the Roll Over. (Refer to the Spotting cars in the Roll Over procedure.)

19.	Verify switch alignment for the #5, #6, #7, and #8 switches to either go for the next string or make a Pull Up, etc.	**When in question, check with the Engine Operator. Done after the engine has run around the string of cars and hooked in.**	

Training Notes:

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Standard Operating Procedures

Rollover System

Pulling Empties Up #4 Track
Pin Puller
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the Pin Puller's duties for pulling empties up #4 Track.

Requirements: Have proper PPE. Understand Switching Procedures. Understand all Safety Procedures. Must be B-Operator certified.

Required Documents: Switching Procedures, Pin Puller. Procedures for Spotting Rail Cars in the Rollover.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand signals.

NOTE

There are several ways to do the Pull Up, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After Holding Track Pull Up is completed, the engine will hook into the string of cars at the Rollover (usually 7-9 cars). These cars will begin the #4 Track Pull Up. These cars will be dumped as usual and stacked outside of the Rollover.

Refer to Switching Procedures, Pin Puller and the Procedures for Spotting Rail Cars in the Rollover.

The next string of cars will be taken from #5 Track.

The two strings together will total 12-13 cars for the Pull Up.

NOTE

After the cars from #5 Track are dumped, refer to the Procedures for Spotting Rail Cars in the Rollover, Pin Puller.

Another string will be brought to the Rollover to be dumped.

When the second to the last car in the string is spotted in the Rollover, and the engine pulls back, follow the steps listed below.

Steps		Key Points	PPE/Hazards
1.	Verify that a Hand Brake is set on the car above the Rollover.		

NOTE

The engine will run around the Rollover to the Pull Up cars.

2.	Mount the engine when the engine comes past the Rollover.	**After the engine begins pulling the cars.**	

NOTE

When the cars are clear at both ends of #4 Track the engine will stop.

3.	Dismount the engine.		
4.	Set Hand Brakes on the top two cars on the #4 Track.		
5.	Hook any unhooked hoses on #4 Track.		
6.	Walk to the next string of cars to be taken on #5 or #6 Track.		
7.	Check with the Upper yardman for the correct track and number of cars to be pulled.		
8.	Verify that the Air Brakes are released on all but the first three cars in the string being taken.	**The engine will hook into the cars.**	
9.	Signal the Head Switchman forward when the pin is pulled, or back when the pin won't pull because the knuckles are stretched.	**If backing up, signal the Head Switchman again when the pin is pulled.**	

NOTE

The engine will pull forward.

10.	Mount the car.		

CAUTION

Use the Foot Steps and hand Holds on the side of the car near a brake.

11.	Verify that the brakes hold on the cars left behind.		

DANGER

Notify everyone by radio immediately if the cars begin to roll.

CAUTION

While riding the cars down track, watch and listen for a signal to tighten a hand Brake, if needed.

DANGER

Use extreme caution when tightening a Hand Brake between moving cars. (Fall hazard)

NOTE

When the "All Clear" siren is blown and engine pulls into the Rollover and stops, proceed with the following steps.

12.	Set a hand Brake on the last car except when pulling more than 5 cars off #5 or #6 Track.	**Wait to set the brake because the last car will not clear #6 Switch.**	
13.	Dismount the car.		
14.	Notify the Engine Operator when the last car is one car length from clearing #6 Switch.	**Done by radio.**	
15.	Throw the switch for the Run-Around and tell the engineer to bring the cars back.	**The engineer will push the cars back and stop.**	
16.	Set the Hand Brake now.		
17.	Verify switch alignment for #6 Switch so the engine can get back around the car(s) by using the Long Run-Around.	**If there were 5 cars or less in the string.**	
18.	Verify that the Air Brakes are off.	**Help the Upper Yardman bleed the air on the rest of the cars above the Rollover.**	

NOTE

Return to regular job once the Pull Up is complete.

Training Notes:

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Standard Operating Procedures

Rollover System

Pulling Loads Off the Holding Track
Lower Yardman
Switching Procedures

Rollover-Normal Op-01
02/27/03

Reviewed by:_____ Date: _____

Objective: To provide operating personnel with step by step instruction on how to perform the pulling of loads off the Holding Track by the Lower Yardman.

Requirements: Have proper PPE. Understand all Safety Procedures. Understand Switching Procedures. Must be B-Operator certified.

Required Documents: Procedures for Pulling the Load Off the Holding Track, Head Switchman, Pin Puller, and Lower Yardman.

Tools and Equipment: Radio communication.

PPE	Hazards	Environmental Considerations
• Hardhat • Safety Glasses • Work Gloves • Hearing Protection	• Equipment damage • Track damage • Personal injury	

• Safety Toe Footwear		

TASKS:

1. Switching cars.
2. Setting Hand Brakes.
3. Hooking hoses.
4. Throwing switches.
5. Hand Signals.

NOTE

There are several ways to do this procedure, depending on the situation and how Union Pacific left the cars in the yard.

The most common way will be used below.

The Engine Operator will notify all Switchmen and the Rollover Operator of any changes in the procedure when necessary.

NOTE

After Brake Cars have been taken to the bottom of #1 Track, the remaining cars in the string at the Rollover will usually be dumped backwards before heading to the Holding Track for the next string. "Refer to spotting railcars in the rollover Lower Yardman or Pin puller procedures".

The Upper yardman is up track setting cars up so the Lower yardman will pull the pin below the Rollover as each car is spotted.

Steps		Key Points	PPE/Hazards
1.	Pull the pin between the load and empties.		
2.	Signal the Head Switchman to have the engine pull forward.		
3.	Verify that a hand Brake is set on the empties.	**When the engine stops at the orange mark above #3 Switch.**	
4.	Dismount the engine.	**At #3 Switch when the engine clears the switch.**	
5.	Align #3 Switch for the Run-Around.		
6.	Verify that all switches are aligned for the Short Run-Around to #1 Track.		

NOTE

The first hand Brake on each string from the holding track will need to be released after the engine hooks in.

Either ride the engine down to #1 Switch and back to the cars on the Holding Track or walk over, whichever is closer.

7.	Verify that the brake is released.	**On the first car.**	
8.	Mount the engine.	**Ride the engine down to #1 Switch.**	
9.	Dismount the engine at #1 Switch.		

NOTE

When the last car is three car lengths from #1 Switch, use the radio to count down the cars until the cars clear the switch. (Ex. 3 cars, 2 cars, one car, half car, 5', STOP)

10.	Align #1 Switch for #1 Track.		
11.	Verify switch alignment.	**#1 through #6 for the cars to be pushed around the Rollover.**	
12.	Signal the engine back.		
13.	Align #3 Switch.	**For the Rollover after the engine clears #3 Switch.**	
14.	Align #4 Switch.	**For the Long Run-Around after the engine clears #4 switch.**	

NOTE

Refer to Procedures for Spotting Rail Cars in the Rollover, Lower Yardman.

When spotting the last car on each string from the Holding Track, the empties ahead of it will need to be pushed down track to clear the switches for the engine to run around the Rollover for the next string.

The loaded car is connected to the empty car in the Rollover, and that car is connected to the empty cars stacked a few feet below the Rollover.

15.	Verify that all cars are connected.		
16.	Verify that the brakes are released.		
17.	Call the Engine Operator.	**Done by radio to notify that the cars are connected and need a shove.**	

NOTE

The engine will push the cars until the load is below the Rollover.

18.	Pull the pin on the moving cars.	**Between the load and the empties.**	

NOTE

The engine will stop and the empties will go down track.

19.	Verify #4 Switch alignment.	**For the Short Run-Around.**	

NOTE

Ride the empty cars down track to #3 Switch.

Empty cars should clear #3 Switch.

20.	Align #3 Switch.	**For the Run-Around, so the engine can come around the Rollover for the next string.**	
21.	Repeat steps #6-20 until the remaining cars on the Holding Track have been dumped.		

NOTE

When bringing the last string of cars from the Holding Track, the Lower Yardman will trade jobs temporarily with the Head Switchman.

The Lower yardman will stay on the engine to check for Dubs on #1 Track.

22.	Verify Knuckle alignment.	**To hook into the empties ahead of the engine.**	
23.	Check for any Dubs.	**When the engine stops.**	
24.	Pull the pin.	**On the car, between the car and the engine.**	
25.	Dismount the engine.	**If there is a Dub.**	

NOTE

If there are no Dubs, the Lower Yardman will stay on the engine until near the Rollover where he will begin doing the Lower Yard job again.

The Head Switchman will now do the Head Switchman job again.

Training Notes:

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TRAINEE: _____

DATE: _____